

PN03 CCTV PRIVACY NOTICE

Introduction

This privacy notice tells you what to expect when Dakar Enterprises Limited collects personal information about you, in this case, static or moving imagery via CCTV or surveillance systems as you pass in front and through the Dakar Enterprises Limited premises in St. Julians. Dakar Enterprises Limited is committed to protect your personal information, safety and security when you use Dakar Enterprises Limited services. We are legally obliged to use your information in line with all applicable laws concerning the protection of personal data, including the General Data Protection Regulation (GDPR).

What information will we collect about you?

When you pass by or through the Dakar Enterprises Limited premise / stores we may collect static or moving imagery via CCTV or surveillance systems.

How will Dakar Enterprises Limited use the information it collects about me?

Dakar Enterprises Limited may use CCTV/surveillance imagery for several purposes including but not limited to the following:

- To maintain the safety and security of the Dakar Enterprises Limited staff and stakeholders
- For investigative purposes or as evidence to support any formal follow-up to Dakar Enterprises Limited incidents
- In response to a Data Subject Access Request

The lawful justification for collecting and using CCTV/surveillance imagery is that there are legitimate interests to do so. CCTV and surveillance imagery may be handled and used only by the Chief Executive Officer.

We will keep your information within Dakar Enterprises Limited except where:

- Disclosure is required by law, for example to government bodies, law enforcement agencies or in response to a subject access request; and
- Hive Camera (UK) hosts the CCTV footage.

All requests for access to CCTV footage should be made in writing to Dakar Enterprises Limited's Data Protection Officer and must be accompanied by the Data Subject Access



Request form and the CCTV Request Form. All requests will be treated as a Subject Access Request under the GDPR.

How long will Dakar Enterprises Limited keep the information?

CCTV footage hosted by Dakar Enterprises Limited proprietary software (Malta)

Please note that we only retain footage for 1 day after it has been recorded. Imagery is retained in a secure environment and is only accessible by authorised personnel who have a legitimate reason to do so.

CCTV footage hosted by Hive Camera (UK)

Please note that we only retain footage for 7 days after it has been recorded. Imagery is retained in a secure environment and is only accessible by authorised personnel who have a legitimate reason to do so.

What rights do I have over my personal data?

You have the right to request:

- access to your personal data;
- an electronic copy of your personal data (portability);
- correction of your personal data if it is incomplete or inaccurate; or
- deletion or restriction of your personal data in certain circumstances provided by applicable law.

Where we have obtained your consent for the processing of your personal data, you have the right to withdraw your consent at any time.

To exercise your rights, please follow the instructions listed in the 'Know Your Rights' page.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact the Information & Data Protection Office (IDPC) located in Sliema and file a complaint with them.

Office of the Information and Data Protection Commissioner
Floor 2, Airways House, Triq Il-Kbira, Tas-Sliema SLM 1549, Malta
idpc.info@idpc.org.mt